

THE AI HOURS-BACK ASSESSMENT

Ten Hours a Week, Found in 45 Minutes.

Six prescriptions, a four-day quick start plan, and the financial case, built from one structured call.

PREPARED FOR

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PREPARED BY

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BUSINESS

Recruitment agency · 38 staff ·
Manchester

PRIMARY FOCUS

Efficiency: hand admin hours back to fee
earners

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WHERE WE ARE · WHERE WE'RE GOING

Executive Summary

The Pain

Thirty-eight people, and the fee earners among them spend a working day each week on admin: writing up interviews, reformatting CVs, chasing candidates from memory, and digging client replies out of flooded inboxes. Nothing is broken. Everything is slower than it should be, and the directors feel it most.

The Outcome

Six off-the-shelf prescriptions, none needing an IT project, that return around ten hours a week across the team. Four go live inside four days at ten minutes a day. The remaining hours in this business sit in three larger projects, teed up at the end of this report.

10 hours reclaimed every week

Guaranteed minimum is five. This plan found double.

PRIMARY LEVER: EFFICIENCY

"If I could delete one thing from this business it would be the write-ups. The interviews are the job; everything after them is tax."

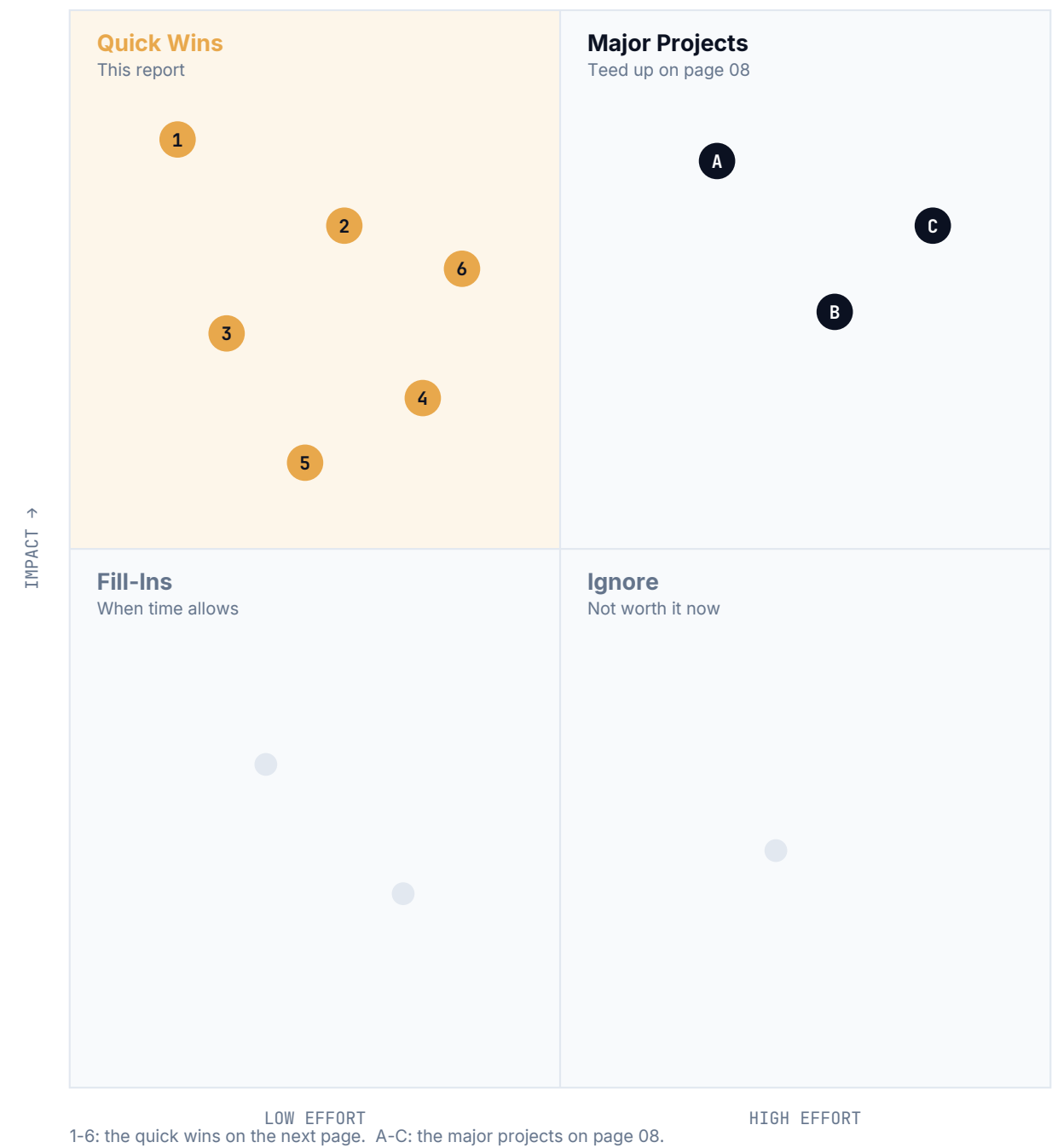
MANAGING DIRECTOR, FROM THE ASSESSMENT CALL

This report deliberately excludes anything requiring custom development, a data migration, or a new hire. Every recommendation is a tool you can switch on with the licences and systems you already run.

WHERE THE VALUE IS

Impact vs Effort

Everything surfaced on the call, placed on one grid. This report prescribes the top-left: high impact, low effort. The top-right is where we can help further.



HIGH IMPACT, LOW EFFORT

The Six Quick Wins

- | | | |
|---|--|---|
| 1 | Consultants writing interview and client call notes by hand | → Fathom
AI notetaker on every call |
| 2 | Reformatting every CV into the house template, 20 minutes each | → Claude CV skill
drop a CV in, branded version out |
| 3 | Directors' inboxes at 200+ emails a day, candidates buried | → SaneBox
priority inbox without switching email provider |
| 4 | Job ads written from scratch for every role | → Claude ad templates
role brief in, three ad drafts out |
| 5 | Candidates going cold because chase-ups rely on memory | → Vincere sequences
automated candidate follow-up in your ATS |
| 6 | Monday reporting pack assembled by hand from three systems | → Scheduled AI briefing
the numbers land in your inbox at 7am |

10 hrs/wk returned across the six fixes, detailed on the next two pages.

THE TOOL STACK • PART ONE

Recommended Solutions

01 Fathom

AI MEETING NOTETAKER

Every consultant writes up interview and client call notes by hand, then re-types them into Vincere.

"If I do six interviews in a day, that's my evening gone writing them up."

COST

Free tier; Team £15/user/mo

SETUP

30 min

SAVES

3 hrs/wk**Data note**

SOC 2 certified; recordings stay in your workspace. Turn on the EU data residency option.

When not to use it

Not for calls where the client refuses recording; keep a shorthand template for those.

02 Claude CV skill

DOCUMENT WORKFLOW

CVs arrive in every format imaginable and each one is manually reworked into the house template before it goes to a client.

"Formatting CVs is twenty minutes a time and we send out forty a week."

COST

Claude Pro £15/user/mo

SETUP

45 min, built once

SAVES

2.5 hrs/wk**Data note**

Commercial terms: your data is not used for training.

When not to use it

Final check stays human: read every CV for 30 seconds before it goes out.

03 SaneBox

INBOX TRIAGE

Both directors run at 200+ emails a day; candidate replies get buried under job-board noise and newsletters.

"I miss candidate replies because they land between forty alerts."

COST

£7/user/mo

SETUP

20 min

SAVES

1.5 hrs/wk**Data note**

Works on headers only; never reads email bodies. Sits on your existing Microsoft 365.

When not to use it

Skip if you plan to move to a shared inbox this year.

THE TOOL STACK • PART TWO

Recommended Solutions

04 Claude ad templates

CONTENT WORKFLOW

Every job ad is written from a blank page, so quality depends on who writes it and how busy they are.

"Our ads sound like whoever wrote them last, at whatever speed."

COST

Included in Claude Pro

SETUP

30 min

SAVES

1 hr/wk**Data note**

No candidate data involved; role briefs only.

When not to use it

Do not fully automate posting: tone drifts without a human eye on the final draft.

05 Vincere sequences

ATS AUTOMATION

Candidate chase-ups rely on consultants remembering; placements slip when a candidate goes quiet mid-process.

"We lose people between second interview and offer because nobody chased."

COST

Included in your licence

SETUP

60 min

SAVES

1.5 hrs/wk**Data note**

Runs inside your existing ATS; no new data processor involved.

When not to use it

Cap sequences at three touches; automated nagging reads as spam and burns candidates.

06 Scheduled AI briefing

REPORTING

The Monday numbers pack is assembled by hand from Vincere, the job boards, and a spreadsheet.

"Sunday night is me copying numbers into a deck nobody reads properly."

COST

£0-20/mo

SETUP

45 min

SAVES

1 hr/wk**Data note**

Read-only API access to your ATS; nothing writes back.

When not to use it

Keep it to one page; a briefing that takes ten minutes to read recreates the problem.

START THIS WEEK

The Four-Day Quick Start

Ten minutes a day. Each day switches on one prescription and proves it on real work before you touch the next.

1

Day One · FATHOM

Install, join it to one interview, read the notes it produced. Ten minutes, and your note-taking problem is visibly solved.

2

Day Two · SANEBOX

Connect both directors' inboxes, confirm the priority folder catches candidate replies. Ten minutes each.

3

Day Three · CLAUDE CV SKILL

Reformat three real CVs against the house template. Compare with the manual version. Ten minutes.

4

Day Four · VINCERE SEQUENCES

Switch on the pre-built candidate chase sequence for one live role. Ten minutes.

THE NEXT PHASE

What Comes After the Quick Wins

Three opportunities surfaced on the call that are worth more than any quick win, but need building rather than switching on. Each is a fixed-price, fixed-scope install: configuration of a system we have already built, not a bespoke project.

Meeting-to-action processor

A

Every recorded call becomes Vincere updates, tasks, and a client follow-up draft automatically. Prebuilt install, one-week turnaround.

Inbox triage and drafting system

B

Beyond filtering: candidate and client emails classified, routed, and answered in draft for consultant approval. Prebuilt install, one-week turnaround.

Daily business briefing

C

The Monday pack, every morning: pipeline, placements at risk, desk-by-desk activity, written in plain English. Prebuilt install, one-week turnaround.

If any of these matter to you, your £999 assessment fee credits in full against the first install, for 14 days from this report's date.

THE BOTTOM LINE

Financial Impact

Your numbers from the call, not modelled fantasy: hours returned, valued at the blended cost of the people currently doing the work.

Hours returned each week	10 hrs
Blended value of that time	£38/hr
Monthly value returned	£1,647
Total monthly tool cost	£82

MONTHLY NET RETURN

£1,565

The assessment pays for itself in under three weeks.
Every month after that is £1,565 the business keeps.

Deliberately excluded: revenue upside from faster candidate response and fewer dropped placements. Those gains are real but harder to evidence; the case above stands without them.

LET'S GET MOVING

Your Next Steps

1 Watch the five-minute walkthrough

Your Loom link arrives with this report. It covers each recommendation in order of payback.

2 Run the four-day plan

Ten minutes a day. By Friday, four of the six recommendations are live.

3 Use your fourteen days of questions

Anything unclear, reply to the report email. Answers within one business day.

4 If you want the major projects built

Fixed-price installs, one-week turnaround, and your £999 credits against the first one for 14 days.

FunderlyticsAI

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FIVE HOURS FOUND, OR A FULL REFUND